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### OFFICE OF TRAINING

NOTICE NO. 26-52 TR(S)

1 December 1952

SUBJECT:

Organization of the Office of Training (Special)

RESCISSION: TRD Administrative Instruction 70-2 dated 9 March 1951

- 1. The organization of the Office of Training (Special) approved by the Deputy Director for Administration on 17 September 1952, is shown on the attached chart.
  - 2. The Office is now made up of the following major units:
    - a. Training Development Staff

This staff has been established to consolidate the functions and responsibilities formerly placed in the Overseas Training Staff and the Dectrine Development Staff.

## b. Assessment and Evaluation Staff

This staff consists of a Psychological Assessment Branch, a Research and Validation Branch and a Training Evaluation Branch formerly under the Deputy for Assessment and Evaluation.

## c. Plans and Programs Staff

This staff succeeds the Planning Staff which existed under the former organization.



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This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.

S-E-C-R-E-T

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### f. Basic Training Division

This division is responsible for the conduct of all basic courses of common instruction formerly under the supervision of the Deputy for Staff Training. Also the Holding and Interim Training Program, formerly the responsibility of the Deputy for Holding and Training, has been assigned to the Basic Training Division.

### g. Advanced Training Division

This division has been established to combine into one operating unit the various advanced specialized training courses formerly under the supervision of either the Deputy for Staff Training

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### h. Support Staff

The Support Staff, OTR, provides all administrative support as well as training aids and materials for both the Office of Training (Special) and the Office of Training (General).

3. Telephone extensions of the chiefs of major components of TR(S) are:

Director of Training (Special)	3732
	8175
	8322
Plans and Programs Staff	3425
Project Training Division	2778
	<b>-</b>

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Chief, Basic Training Division Chief, Advanced Training Division Chief, Support Staff

3732 3515

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3248 3006 3102

MATTHEW BAIRD Director of Training

Attachment: Organizational chart of TR(S)

#### DISTRIBUTION:

Staff and Division Chiefs, DD/P Training Officers, DD/P Staff and Division Chiefs, OTR